

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Intellichild Academy of Paramus		<b>Center ID#:</b> 070800282	<b>County:</b> Bergen
<b>Address:</b> 140 Rt. 17 North	<b>City:</b> Paramus	<b>Phone:</b> (201) 261-2400	<b>Fax:</b> (201) 796-1371

**License Status:** R8/24/13

<b>Initial Inspection:</b> 8/19/2013	<b>Due Date(s):*</b>	8/29/2013	11/4/2013	3/21/2014	5/24/2014	7/4/2014
	<b>Date(s) Reinspection:</b>	10/25/2013	3/11/2014	5/9/2014	6/24/2014	10/28/2014
<b>Due Date(s):*</b>	11/13/2014	2/24/2015				
<b>Date(s) Reinspection:</b>	2/12/2015	2/18/2015				

**Center is in compliance with requirements as of:** 2/18/2015 *\*Reinspection occurs on or soon after due date*

monitoring done 5/9/14; 2/12/15 2015 monitoring conducted; 2/17 email received; 2/18 email received

☒ **Renewal**  
 ☐ **Initial**  
 ☒ **Monitor**  
 ☐ **Increase**  
 ☐ **Age Change**  
 ☐ **Relocation**  
 ☐ **New Sponsor**  
 ☐ **Space Evaluation**  
 ☐ **Complaint #**

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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*Supervision, Staff/Child Ratios & Space*

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on trips; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.
6/24/2014	10/28/2014	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.

Notes: see back page

8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 4. Develop and implement a method to keep track of all the children.
		<input type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old are directly supervised staff at least 18 years old.
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.
		<input type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 11. Post the center's license in a prominent location.
		<input type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.

Notes:

8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
8/19/2013	6/24/2014	<input type="checkbox"/> 14. Ensure the children's health, safety and well-being.

Notes:

A staff person put a 1 year old child in a chair with a tray used for eating strapped to an adult chair and did not bring the child close to her so to ensure that the child could not accidentally fall from the chair. Retrain staff and submit retraining document to OOL with staff signatures. ok

Ensure that the plastic map on the floor in room 3 is either tacked down or removed because it is slippery and is a tripping/ falling hazard. - OK 10/25/13

Ensure that infants are not placed in high chairs other than to eat or do an activity that requires them to sit safely. Staff must be directly interacting with infant if they are doing an activity in the high chair. ok

Remove the mat that is tied to the bottom of the outdoor slide. it is a tripping hazard. OK 10/25/13

3/10/14: Ensure that the door in the young toddler classroom is kept open at all times unless the window in the other door is kept completely unobstructed. ok

5/9/14 Remove all space heaters ok 6/24

*Activities & Discipline*

Note: If number is checked, see attachment page(s) for clarification.

8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
8/19/2013	3/11/2014	<input type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
8/12/2013	2/12/2015	<input checked="" type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
		<input type="checkbox"/> 20. Take children outdoors daily.
		<input type="checkbox"/> 21. Prepare and post a written discipline policy including acceptable actions that staff members may take.
		<input type="checkbox"/> 22. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 23. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
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**Nutrition & Rest**

8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 24. Ensure that food provided by the center is stored, prepared and served in a sanitary manner.
		<input type="checkbox"/> 25. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 26. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:

Notes:

		<input type="checkbox"/> 27. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		<input type="checkbox"/> 28. Provide age-appropriate seating for children who no longer need to be held for feeding.
		<input type="checkbox"/> 29. Provide a written feeding plan for children less than 12 months of age.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 30. Label each child's bottle with the child's name.
		<input type="checkbox"/> 31. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 32. Remove bottles when children have fallen asleep.
		<input type="checkbox"/> 33. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.
		<input type="checkbox"/> 34. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		<input type="checkbox"/> 35. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
		<input type="checkbox"/> 36. Ensure that sleeping equipment is free of pillows and soft bedding when occupied by a sleeping child.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 37. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 38. Provide enough light in rooms where children are napping to allow staff to see them.
		<input type="checkbox"/> 39. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 40. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		<input type="checkbox"/> 41. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 42. Place children 18 months and younger in a face-up sleeping position unless indicated in writing by child's health care provider.

**Illnesses & Accidents**

		<input type="checkbox"/> 43. Designate an area where sick children can be separated from well children and provide rest equipment.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 44. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions.
8/19/2013	6/24/2014	<input checked="" type="checkbox"/> 45. Notify parents immediately of the following: head injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
8/19/2013	6/24/2014	<input checked="" type="checkbox"/> 46. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by a doctor.
		<input type="checkbox"/> 47. For sick care programs: provide separate rooms/area and toilet facilities for sick and well children; install partitions/room dividers to separate children with different illnesses; provide liquid soap.
		<input type="checkbox"/> 48. Provide for children with chicken pox: isolation room; floor to ceiling barriers; separate toilet facilities.

**Administration & Parent Involvement**

		<input type="checkbox"/> 49. Provide access to a phone, and ensure someone receives and transmits messages to the center.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 50. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 51. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 52. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		<input type="checkbox"/> 53. Ensure that the head teacher, group teacher and program supervisor are scheduled to work for the required amount of time.
		<input type="checkbox"/> 54. Ensure that the head teacher/group teacher schedule time in other classrooms.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 55. Establish and maintain a staff substitute system.
		<input type="checkbox"/> 56. Hold parent/staff conferences semi-annually and upon request.
		<input type="checkbox"/> 57. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
<b>Program Records</b>		
8/19/2013	2/12/2015	<input type="checkbox"/> 58. Complete and maintain at the center the staff records checklist.
Confidential Notes: not kept on site, but review of a sample of staff files revealed that the files are not complete.		
8/19/2013	2/12/2015	<input type="checkbox"/> 59. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor and all regularly scheduled staff.
Confidential Notes: CARI's for renewal, CARI from another center without a stamp from OOL, an unclear vendor alone with children		
8/19/2013	10/28/2014	<input type="checkbox"/> 60. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor and all regularly scheduled staff.
Confidential Notes: CHRI missing for some staff, and an uncleared outside vendor alone with children.		
		<input type="checkbox"/> 61. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience
		<input type="checkbox"/> 62. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
		<input type="checkbox"/> 63. Provide the required documentation for the director hired before March 21, 2005 who does not meet the qualification requirements specified in 10:122-4.6(b)1-3 demonstrating completion of: a) the Director's Academy; b) the National Administrator Credential; or c) 45 clock hours of staff development that includes all the subject areas as indicated in 10:122-4.6(b)4iii.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 64. Provide complete orientation within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 65. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures.
		<input type="checkbox"/> 66. Ensure that new directors complete staff development in Understanding Licensing Regulations and Child Behavior Management within one year of hire.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 67. Ensure that all full-time staff complete 8 hours annual training in the following core areas: child growth and development; positive guidance and discipline; health and safety.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 68. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours or annual training in 1 or more of the following: Director's Academy; National Administrator ; Credential; equivalent staff development in nine specific management areas.
		<input type="checkbox"/> 69. Maintain a record of the date and purpose of the consulting head teacher's 2 monthly on-site visits.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 70. Ensure that a staff member(s) who has current certified basic knowledge of first aid principles and CPR is at the center at all times when enrolled children are present.
		<input type="checkbox"/> 71. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 72. Maintain a written outline of daily activities.
8/19/2013	2/12/2015	<input type="checkbox"/> 73. Complete and maintain at the center the children's records checklist.
Confidential Notes: not at the center for review; release policy is not incorporated in the information given to parents		
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 74. Submit the required OOL form certifying the center has reviewed the Department of Law and Public Safety (DLPS), Division of Consumer Affairs' (DCA), list of unsafe children's products and that there are no unsafe products in the center.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 75. Maintain at the center the DLPS, DCA, list of unsafe children's products and make available to center staff and parents of enrolled children.
		<input type="checkbox"/> 76. Ensure that the Universal Health Record is updated annually.
		<input type="checkbox"/> 77. Obtain written approval from the child's parent before administering medication to a child.
8/19/2013	6/24/2014	<input checked="" type="checkbox"/> 78. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
6/24/2014	2/12/2015	<input type="checkbox"/> 79. Maintain at the center and distribute to parents a written policy on communicable disease management.
3/11/2014	2/12/2015	<input type="checkbox"/> 80. Maintain on file and follow the written policy on the release of children.
8/19/2013	2/17/2015	<input type="checkbox"/> 81. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		<input type="checkbox"/> 82. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and whether staff or parent will drive.
		<input type="checkbox"/> 83. Maintain at the center documentation of a current comprehensive general liability insurance policy.

**Sanitation & Diapering**

8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 84. Wash and disinfect the following: toilet training chairs after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 85. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 86. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 87. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions.
		<input type="checkbox"/> 88. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 89. Change each child's diaper when wet or soiled.
		<input type="checkbox"/> 90. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 91. Ensure that diapering does not take place in an area or on a surface used for food preparation.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 92. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 93. Place soiled disposable diapers in a closed container with a leakproof lining.

**Bathroom & Kitchen Facilities**

8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 94. Ensure all toxic substances and medications are inaccessible to children.
Notes: located throughout the center in unlocked cabinets. in closets unlocked. and on countertops accessible to children		
		<input type="checkbox"/> 95. Ensure that children cannot lock themselves in bathrooms.
		<input type="checkbox"/> 96. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
8/19/2013	10/28/2014	<input checked="" type="checkbox"/> 97. Securely fasten the bathroom equipment.
		<input type="checkbox"/> 98. Sand and paint rusted bathroom stall dividers.
		<input type="checkbox"/> 99. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
		<input type="checkbox"/> 100. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 101. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 102. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
		<input type="checkbox"/> 103. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
		<input type="checkbox"/> 104. Provide a barrier to the kitchen area to prevent accidental access by children.
		<input type="checkbox"/> 105. Ensure microwave ovens are: out of children's reach; secured; not in use when children are in the area.
		<input type="checkbox"/> 106. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 107. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

**Health & Fire Safety**

8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 108. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 109. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 110. Prohibit smoking in all areas of the center when the center is operating; provide separate ventilation for areas where smoking is permitted when the center is not operating.
		<input type="checkbox"/> 111. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 112. Obtain and maintain on file a current health certificate.
10/28/2014	2/12/2015	<input checked="" type="checkbox"/> 113. Obtain and maintain on file a current fire certificate.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 114. Conduct and document monthly fire drills during each session provided at the center.
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 115. Ensure the center's fire protective systems are operative at all times.
8/19/2013	2/12/2015	<input checked="" type="checkbox"/> 116. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
		<input type="checkbox"/> 117. Post a diagram depicting: approved areas; evacuation routes; room identifications.
3/11/2014	6/24/2014	<input type="checkbox"/> 118. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes: Ensure that the back exit is kept clear at all times. Ensure that the table in rm 1 is not in the egress area.

		<input type="checkbox"/> 119. Ensure that illuminated exit signs and emergency lighting are operable at all times.
8/19/2013	2/18/2015	<input checked="" type="checkbox"/> 120. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 121. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 122. Remove portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 123. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 124. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more than 4 inches apart.
		<input type="checkbox"/> 125. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
		<input type="checkbox"/> 126. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 127. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 128. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.
<b>Environmental Safety</b>		
8/19/2013	8/21/2013	<input checked="" type="checkbox"/> 129. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
		<input type="checkbox"/> 130. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at <a href="http://www.state.nj.us/dep/dccrequest">www.state.nj.us/dep/dccrequest</a> for the most current information.]
		<input type="checkbox"/> 131. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		<input type="checkbox"/> 132. Submit current documentation from the DEP, Bureau of Safe Drinking Water (BSDW), for centers not on a public community water system. [Note: Check the DEP, BSDW website at <a href="http://www.state.nj.us/dep/dccrequest/safedrnk.htm">www.state.nj.us/dep/dccrequest/safedrnk.htm</a> or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 133. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
8/19/2013	10/28/2014	<input checked="" type="checkbox"/> 134. Submit a current letter or other approval from the DHSS, Indoor Environments Program, for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: <b>Contact DHSS prior to taking action</b> to confirm what is needed for your center. Call DHSS at (609) 826-4923 or email DHSS using the link at <a href="http://www.state.nj.us/health/coh/tsrp/iep/ccc_ieha.shtml">www.state.nj.us/health/coh/tsrp/iep/ccc_ieha.shtml</a> ]
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 135. Test for the presence of radon gas and post the test results in a prominent location.
		<input type="checkbox"/> 136. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
		<input type="checkbox"/> 137. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard.
<b>Building Maintenance</b>		
6/24/2013	10/28/2014	<input checked="" type="checkbox"/> 138. Keep all surfaces clean and in good repair.
Notes: Repair cushion under rug it is coming apart.		
		<input type="checkbox"/> 139. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
		<input type="checkbox"/> 140. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
		<input type="checkbox"/> 141. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 142. Maintain the building structure to prevent drafts, leaks and infestation.
		<input type="checkbox"/> 143. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 144. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
8/19/2013	10/28/2014	<input checked="" type="checkbox"/> 145. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		<input type="checkbox"/> 146. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
8/19/2013	2/18/2015	<input checked="" type="checkbox"/> 147. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
		<input type="checkbox"/> 148. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 149. Increase light in specific areas:
		<input type="checkbox"/> 150. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 151. Ensure that doors in all interior rooms designated for use by children remain unlocked.
10/25/2013	2/12/2015	<input checked="" type="checkbox"/> 152. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 153. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 154. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 155. Provide a barrier extending at least 5 feet above floor level.
		<input type="checkbox"/> 156. Repair and/or paint surfaces in specified areas:
8/19/2013	3/11/2014	<input checked="" type="checkbox"/> 157. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
8/19/2013	10/25/2013	<input type="checkbox"/> 158. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes: Remove broken, warped, and peeling children's table that is turned on its' side in the older playground immediately		
<b>Outdoor Play Area, Equipment and Maintenance</b>		
		<input type="checkbox"/> 159. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.

Note: If number is checked, see attachment page(s) for clarification.



		<input type="checkbox"/> 160. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		<input type="checkbox"/> 161. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 162. Ensure that outdoor areas and play equipment are free from stagnant water.
		<input type="checkbox"/> 163. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 164. Ensure play equipment is specifically age-appropriate for the ages served.
5/9/2014	10/28/2014	<input type="checkbox"/> 165. Repair or remove broken/rusted toys in the outdoor play area.
		<input type="checkbox"/> 166. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 167. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		<input type="checkbox"/> 168. Select an area for children's outdoor play that is adjacent to or within close proximity of the center.
		<input type="checkbox"/> 169. Ensure the safety of the children on route to the outdoor play area.
		<input type="checkbox"/> 170. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 171. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 172. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 173. Provide 150 square feet of outdoor space for 5 children and 30 square feet for each additional child.
		<input type="checkbox"/> 174. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 175. Cease using dump and fill wading pools.
		<input type="checkbox"/> 176. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 177. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 178. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
3/11/2014	10/28/2014	<input checked="" type="checkbox"/> 179. Take necessary action to remove outdoor hazards.

**ALERT:** Effective 6/28/11, cribs manufactured, sold, or leased in the United States must comply with new federal standards. Effective 12/28/12, child care centers must have compliant cribs in their facilities. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at [www.cpsc.gov/info/cribs/index.html](http://www.cpsc.gov/info/cribs/index.html).

- ☒ Director/Designee confirmed center does not provide or arrange for the provision of transportation of children.  
☐ For centers providing transportation, see attached Transportation Inspection/Violation page.

		Date
Inspector Signature	Director/Designee Signature	8/19/2013
Jennifer Thiel		

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
3	8/19/2013	5/9/2014	<p>Staff person observed sitting on the playground on a cell phone for over 5 minutes in an area of the playground. A child was observed in the bathroom alone while a staff person went to look for the head teacher. Child began to wander from the bathroom. Staff observed sitting on chairs on the playground in the same area and they were incapable of seeing all of the children on the climbing equipment from their position. Retrain staff on proper methods of supervision and submit the retraining document to OOL with staff signatures.</p> <p>10/25/13: A child left his class when the children were in the hallway going to the bathroom and getting ready to go outside. The toddler followed a little girl back to her classroom and the staff person from that room returned the toddler back to his group and the teacher was unaware that he had been missing.</p> <p>3/11/2014: Two teachers were seen leaving the office area and returning to their classrooms were the children had been left unsupervised. A child was observed in the front entrance of the building alone and changing her clothes.</p>	Delete
4	8/19/2013	3/11/2014	Staff stated that there were 23 children on the playground and there were only 15. Staff then stated that there were some inside in the gymnastics class. Staff need to know how many children are not only present for the day, but how many children are physically in their care. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
10	8/19/2013	3/11/2014	Ensure that the classrooms are labeled and are correctly depicted on the center's evacuation floor plan. Two of the 5 classrooms in the center are being used and only 3 are set up as classrooms. The remainder to classrooms must be set up as classrooms or the center's licensed capacity must be reduced.	Delete
15	8/19/2013	3/11/2014	Staff showed limited interaction with the children while on the playground for over 1 hour. Ensure that staff maintain interaction with the children even when they are on the playground. Retrain and submit retraining document with staff signatures to OOL.	Delete
16	8/19/2013	3/11/2014	Observation of classroom activities revealed that the staff copied a ditto for children to color while the inspector was in the room, because children were brought into the classroom from outside and went into more free play. Ensure that age appropriate activities are planned and offered to children and that free play is limited, even when in a summer camp mode.	Delete
18	8/19/2013	2/12/2015	Ensure that all classrooms are equipped with the required 5 learning activity areas and the 5 different activities components at all times. Classrooms are not complete. Ensure that all toys requiring batteries have them and are not running low. 10/28/14 ROOM 6 ONLY	Delete
24	8/19/2013	2/12/2015	<p>Ensure that the food catered to the center is stored appropriately. Lunch was delivered between 10:30-10:45am and lunch was not served until noon. The food was left out on the counter and not put away in the refrigerator to then be warmed up when ready to be served. Additionally, children's sippy cups and yogurt were left out in a child's cubby all morning. Ensure that all food and drinks are stored in the refrigerator until they are ready to be consumed.</p> <p>10/25/13- expired croissants were found in the refrigerator during the inspection. Croissants expired on 10/23/13.</p> <p>3/11/2014: Ensure that all food that is meant to be refrigerated are kept in the refrigerator until they are ready to be consumed.</p> <p>5/9/14: expired yogurt found in the classroom refrigerators and in the kitchen. Discarded by inspector.</p>	Delete
30	8/19/2013	2/12/2015	Ensure that all bottles and sippy cups are labeled.	Delete
37	8/19/2013	3/11/2014	Ensure that the cots throughout the center are labeled.	Delete
44	8/19/2013	3/11/2014	Ensure that the illness log is maintained. Children's sign in/out sheets revealed that a child left sick last week and the illness was not documented. Ensure that the log is completely filled out.	Delete
45	8/19/2013	6/24/2014	A child hit his head on the day of the inspection and the staff applied a band aid to his head. Staff failed to document the accident and call the parent immediately as required. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
46	8/19/2013	6/24/2014	Ensure that accident reports are completed when a child is hurt. Center must keep a log if they file all accident reports in the children's files so that they can use the log to retrieve completed accident reports.	Delete
50	8/19/2013	3/11/2014	Ensure that an organizational table is created and maintained.	Delete
51	8/19/2013	3/11/2014	Ensure that the Director is on site 50% of the operational hours. The Director stated that she had an emergency and could not come to the center, but the head teacher thought that the director would be in later in the day. Staff sign in/out sheets show that the director has not signed in in over a week.	Delete
52	8/19/2013	3/11/2014	Ensure that the director designee is completely trained and capable of locating and providing records for OOL to review. Head teacher was described as the manager of the center but she was unaware of requirements and where documents were to be reviewed by OOL.	Delete
64	8/19/2013	3/11/2014	Ensure that staff are provided with a complete orientation. Records of an initial orientation are missing from the staff files.	Delete
65	8/19/2013	3/11/2014	Staff could not locate the fire panel and were unaware of what it does and if it was functioning. Ensure that the staff are trained yearly in fire alarms and emergency evacuation and that it is recorded.	Delete
67	8/19/2013	2/12/2015	Provide documentation of the required 8 hours of yearly training for all non-credentialed staff.	Delete
68	8/19/2013	2/12/2015	Provide documentation of 20 hours of yearly training for all credentialed staff.	Delete



#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
70	8/19/2013	2/12/2015	Provide current valid CPR and First Aid cards for the staff.	Delete
72	8/19/2013	3/11/2014	Provide a written schedule of age appropriate activities with age appropriate time frames.	Delete
74	8/19/2013	3/11/2014	Ensure that the center submits to licensing an attestation that there are no unsafe products in the center.	Delete
75	8/19/2013	3/11/2014	Ensure that the center provides the parents of the enrolled children a list of the unsafe and recalled products.	Delete
78	8/19/2013	6/24/2014	Ensure that the medicine permission forms to administer medication is completely filled out and that each sibling has their own medication permission form. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
84	8/19/2013	3/11/2014	Staff person changed a child's diaper on top of the covering used over the cots used for children. It could not be sanitized. Staff must use either a changing table or a mat dedicated solely to diaper changing so that the surface can be washed and sanitized after each use. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
85	8/19/2013	3/11/2014	Center is using a soap and water mixture and clorox wipes and then soap and water again. If the center uses a commercial disinfectant that it must be used specifically as the manufacturer indicates on the container.	Delete
86	8/19/2013	3/11/2014	Children did not wash their hands after diapering. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
87	8/19/2013	3/11/2014	Ensure that staff wash their hands after diapering a child and helping a child after toileting. Staff did not remove gloves after changing a child's diaper. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
92	8/19/2013	3/11/2014	Ensure that the correct surface is used to diaper children. Staff cannot use the coverings over cots to change a diaper it is absorbant and cannot be sanitized.	Delete
93	8/19/2013	3/11/2014	Staff was observed putting a dirty diaper into a potty training portable toilet in the classroom which was not disinfected after the diaper was thrown out. Ensure that the garbage can is covered if being used to discard diapers. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
97	8/19/2013	10/28/2014	Ensure that the toilet in the handicapped stall in women's bathroom is re-caulked. ok 3/11/14 Ensure that the tile that is missing under the sink closest to the floor is repaired in the boy's bathroom.	Delete
102	8/19/2013	3/11/2014	Ensure that the water is turned down to 110 degrees.	Delete
108	8/19/2013	3/11/2014	Supply a complete first aid kit and manual.	Delete
109	8/19/2013	3/11/2014	Post a no smoking sign in the center.	Delete
112	8/19/2013	3/11/2014	The current health certificate expired on 6/26/13.	Delete
114	8/19/2013	10/28/2014	Ensure that the center maintains on site a fire drill log and that a fire drill is conducted monthly. 3/11/14: Ensure that fire drills are not all conducted within the same time frame every month.	Delete
115	8/19/2013	3/11/2014	Locate the center's fire panel and it will be checked at the reinspection.	Delete
116	8/19/2013	2/12/2015	Emergency evacuation phone numbers, disaster and lock-down procedures are not posted. NO SHELTER FOR	Delete
118	8/19/2013	3/11/2014	Ensure that all doors are kept closed and not propped open with rocks. Doors are considered fire doors and they do not have screens to prevent infestation.	Delete
120	8/19/2013	2/18/2015	Ensure that all fire extinguishers are mounted. One is not mounted in the entrance of the center & in the kitchen	Delete
129	8/19/2013	8/21/2013	Submit attestation form to OOL.	Delete
134	8/19/2013	10/28/2014	The center is located in a building that was built prior to 1978 and is lead free. Submit to OOL a current indoor air environmental clearance. LETTER FROM DOH STATES CENTER IS OUT OF SCOPE AND DOES NOT NEED ANY FURTHER CLEARANCES FROM DOH	Delete
135	8/19/2013	3/11/2014	Conducted a radon test. The current radon test expired in 2012.	Delete
145	8/19/2013	10/28/2014	Ensure that all fluorescent tubes are either covered or shatterproof.	Delete
147	8/19/2013	2/18/2015	Ensure that all vents are cleaned.	Delete
157	8/19/2013	3/11/2014	Ensure that all indoor and outdoor garbage cans are kept covered.	Delete
152	10/25/2013	2/12/2015	Ensure that all microwaves and TVs are secured to the shelving and out of the reach of children. Microwaves are currently on top of small refrigerators and are not secured. ROOM 4	Delete
94	8/19/2013	2/12/2015	Ensure that all medications are stored out of the reach of children. Medication found in both a table in the entrance and in a child's cubbie. 5/9: hand sanitizer within reach of the children 6/24 Pocketbooks within reach of children throughout the center	Delete
179	3/11/2014	10/28/2014	Ensure that the little tykes climbing piece in the small play area is removed. It does not meet the standard for any age group.	Delete
157	5/9/2014	10/28/2014	Ensure that all garbage is kept in a receptacle and not left in an open bag on the bathroom floor.	Delete
3	6/24/2014	10/28/2014	On the day of the inspection observation of the staff on the playground revealed that all four staff members were involved in a conversation amongst each other and no one was watching the children. Children were observed under play equipment, in playhouses behind closed door and windows, and climbing up slides inappropriately. Retrain staff and submit retraining document with staff signatures to OOL.	Delete

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138	8/19/2013	3/11/2014	Ensure that straps in the high chair are cleaned. Cover pipes under all sinks.	Delete